



VACANCY NOTICE

File #10660

CS-376
REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: MECHANICAL PARTS STOREKEEPER	CLASSIFICATION CODE: 02438200
	SALARY RANGE: (313A) \$28582-\$30946	REFERENCE POSITION NO.: 5331-10000-1860
	Department or Agency Name TRANSPORTATION	APPLICATION PERIOD: 05/23/06-05/29/06
	Division/Section/Unit Highway & Bridge Maintenance /	Field Operations
	Assignment's / Comments 40HR WWK	
	Shift and Days: M-F	Job Location: Glocester Facility
	Restrictions/Limitations:	
	Position Covered By Collective Bargaining Union Agreement Yes X No	
	Name of Bargaining Unit Union: Council 94 AFSCME Local 1245 (EE-#3402)	
	There is <u> </u> is not <u> X </u> a Civil Service List for this position See A/B or Both for Specific Instructions	
* If a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position. R.I. Residency Required		
General Information to Candidate	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position's indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	<ul style="list-style-type: none"> The title of the position for which you are applying Title of your present position and date you entered it Date you entered State service 	<ul style="list-style-type: none"> Name of department where you are currently employed Your business telephone number Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	<ul style="list-style-type: none"> Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position. Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA). 	
	Statement of Duties	DUTIES / RESPONSIBILITIES:
To be responsible for the operation and maintenance of a stock room containing mechanical equipment and parts, field operations supplies and tools; to plan inventories to meet seasonal or other requirements and keep inventory records; to perform clerical tasks and may maintain radio communications between mobile field units and facility, and to do related work as required.		
Minimum Education & Experience	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Education: Such as may have been gained through: graduation from a senior high school; and Experience: Such as may have been gained through: employment in a responsible position in a warehouse, tool room, store any other type of establishment concerned with the storing, distributing and record-keeping of a diversified stock or mechanical equipment, parts and supplies, and some employment as a Communications Dispatcher. Or , any combination of education and experience that shall be substantially equivalent to the above education and experience. Special Requirement: At the time of appointment, must be physically qualified to perform assigned duties as evidenced by a physician's certificate.	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 Application to:	
	RIDOT/DEM Human Resources Service Center	Telephone #: 222-2572
	Two Capitol Hill, Room 214	TTY/TDD #: 222-4971
	Providence, RI 02903-1124	(Telecommunication Device for the Deaf)
		
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER